

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ODP Management Conference, 11-12 October 1984

FROM:

EXTENSION

NO.

ODP 84-1378

Director of Data Processing
2D02 Headquarters

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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EXEC
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ODP-84-1378

18 SEP 1984

MEMORANDUM FOR: Executive Director

FROM:

Director of Data Processing

SUBJECT: ODP Management Conference, 11-12 October 1984

STAT

1. Thank you for accepting our invitation to speak on "Management Processes in the Agency" at the first ODP Management Conference for group chiefs, their deputies, and division chiefs to be held at Belmont Conference Center, 6555 Belmont Woods Road, Elkridge, Maryland. We are pleased that you will be able to join us during the social hour at 1730 on 11 October 1984 and for dinner at 1830. Your presentation is scheduled from 1930 to 2100. This package of information about the conference includes the following: confirmation letter, schedule, list of participants, conference site brochure, and a map.

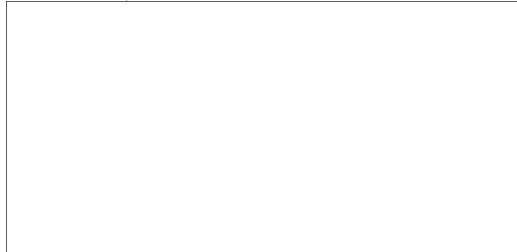
2. The purpose of the conference is to permit ODP managers the opportunity to discuss issues of concern to the office such as management processes in the Agency, recruitment, management development and training, customer relations, and planning for interactive systems. The group chiefs' panel discussion will focus on the future. An unusual feature of the conference will be the session on management and health in which a representative from the Office of Medical Services will discuss the computer printouts of the conference participants' health risk appraisals.

STAT

3. Please forward a brief biographical description for use in preparation of introductory remarks to Management Development Officer, ODP, 2D00 Headquarters, by 20 September 1984. Any questions concerning conference arrangements or requests for audiovisual support should be directed to her by that date by calling her on extension 4011. Please provide your car license number for entry on the site as well.

Subject: ODP Management Conference, 11-12 October 1984

STAT 4. We look forward to your participation in the
conference at this new site.



Enclosure

ODP MANAGEMENT CONFERENCESCHEDULE

11 - 12 October 1984

Belmont Conference Center
 6555 Belmont Woods Road
 Elkridge, Maryland 21227
 (301) 796-4300

<u>DATES/HOURS</u>	<u>ACTIVITY</u>	<u>SPEAKER</u>
<u>11 Oct. 1984</u>		
1600	Arrival	
STAT 1630	Welcome/Introduction	<div style="border: 1px solid black; width: 150px; height: 1.2em; margin: 2px 0;"></div> D/ODP
1730	Recreation	
1830	Dinner	
1930	Management Processes in the Agency	James H. Taylor Executive Director
2100	End of Session	
<u>12 Oct. 1984</u>		
0700	Breakfast	
0800	Management Training Panel	Management & Administrative Training Division/OTE
0915	Break	
0930	Planning & Interactive Systems Design Techniques: Strengthening the Bond between DP Professionals & System Users	Dorine C. Andrews President Performance Resources, Inc.
1030	Break	
1045	Panel Discussion: The Future	ODP Group Chiefs
1145	Lunch	
STAT 1300	Management & Health	<div style="border: 1px solid black; width: 150px; height: 1.2em; margin: 2px 0;"></div> C/Selection Processing/OMS
1400	Break	
STAT 1415	Recruitment & Personnel Forum	<div style="border: 1px solid black; width: 150px; height: 1.2em; margin: 2px 0;"></div> DD/ODP
STAT		<div style="border: 1px solid black; width: 150px; height: 1.2em; margin: 2px 0;"></div> DD/Employment/OP
1500	Departure	

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The American Chemical Society
BELMONT CONFERENCE CENTER
 6555 BELMONT WOODS ROAD
 ELKRIDGE, MARYLAND 21227
 301-796-4300

